

1. Financial Assistance Application for Grants

For donations, loans or sponsorships - please see separate application forms.

This application is for projects that will occur between 1 July 2017 and 30 June 2018.

Please ensure that you complete all relevant questions and that your project or activity meets the criteria for Grants.

Please refer to the relevant guidelines, general help sheet and contact officer before completing this application. Refer to www.portstephens.nsw.gov.au for more information, including the guidelines.

Note: All information is collected in accordance with the Privacy & Personal Information Protection Act 1998 and may be released in accordance with the Government Information (Public Access) Act 2009.

YOUR PRIVACY

Port Stephens Council is committed to protecting your privacy. We take reasonable steps to comply with relevant legislation and Council policy.

Purpose: Any personal information collected is done so for the purposes of assessing your application for financial assistance.

Intended recipients: Council officials.

Supply: Voluntary.

Consequence of Non Provision: Your application may be invalid if all information is not provided and therefore not eligible for financial assistance.

Storage and security: This document will be placed on the relevant file and/or saved in Council's records management system in accordance with Council policy and relevant legislation.

Access: Please contact Council on (02) 4980 0255 to enquire how you can access information.



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2. Funding program

*** 1. Please tick the relevant grant program.**

- ABORIGINAL PROJECTS FUND
Accompanying documents: Guidelines
Contact Officer: 4980 0190
RM8* file number: PSC2014-01592
- COMMUNITY PROJECTS FUND
Accompanying documents: Financial Assistance Policy and Guidelines
Contact Officer: 4980 0187
RM8* file number: PSC2017-00609
- CULTURAL PROJECTS FUND
Accompanying documents: Guidelines and Cultural Plan
Contact Officer: 4980 0121
RM8* file number: PSC2014-01593
- ENVIRONMENTAL PROJECTS FUND
Accompanying documents: Guidelines
Contact Officer: 4980 0279
RM8* file number: PSC2016-00919
- HERITAGE PROJECTS FUND
Accompanying documents: Guidelines
Contact Officer: 4980 0141
RM8* file number: PSC2006-0072
- MAYORAL FUNDS
Accompanying documents: Financial Assistance Policy and Guidelines
Contact Officer: 4980 0187
RM8* file number: PSC2007-02386
- COMMUNITY CAPACITY BUILDING
Accompanying documents: Financial Assistance Policy and Guidelines
Contact Officer: 4980 0187
RM8* file number: PSC2007-02386

3. Applicant

* 2. Are you making this application as:

- An **individual?** (Note for applications by individuals: If the application is endorsed by Council, the intention to grant approval is required to be publicly advertised for 28 days). or
- Organisation (not-for-profit, incorporated group or 355c committee, schools - where eligible)
- Social Enterprise
- Business or Sole Trader

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4. ORGANISATION/INDIVIDUAL DETAILS

* 3. Organisation/committee or individual/s name

* 4. Your name and position in the organisation, if applicable

* 5. Postal Address

* 6. Email Address

* 7. Phone Number

8. ABN/ACN (skip if not applicable and proceed to Q10.)

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9. Information from the Australian Business Register

Organisation Name

Type of organisation

Registered for GST?
Yes/No

Is a charity? Yes/No.
If Yes, what Type?

Is a deductible gift
recipient(DGR)?
Yes/No

Tax Concessions

Registered Address

10. Please list donations given to you/or your organisation by Council over the last three 3 years, if applicable, otherwise leave blank.

Please note that all previous grants are required to be acquitted prior to further funding. Please contact the grant project officer for information if you believe you have not completed the acquittal form.

Year awarded:

Type of fund
(cultural,
environmental or
community):

Amount received:

*** 11. Have you and/or your organisation made application for financial assistance from other bodies for this project?**

Yes

No

If yes, please provide details of the funding body, application date and amounts sought and granted.

*** 12. Does your organisation/group have Public Liability Insurance?**

Note: Please email the insurance document to council@portstephens.nsw.gov.au referencing the applicable grant program.

Yes

No

*** 13. Bank/Institution Account Name**

*** 14. Bank/Institution BSB No**

*** 15. Bank/Institution Account Number**

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5. PROJECT DETAILS

* 16. Project name/title

[Empty text box for project name/title]

* 17. Short description (50 words maximum) (This will be used to describe your project in public documents.)

[Empty text box for short description]

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* 18. Detailed description of project (No more than 150 words)

Empty text box for project description.

* 19. How does your project meet the grant program's evaluation criteria? (No more than 150 words)

Empty text box for evaluation criteria response.

* 20. Please provide a timeline for the delivery of your project with key milestones, including key dates such as commencement date, event/activity date and completion date. This timeline should note the sequential steps involved in managing your project.

Empty text box for project timeline.

* 21. Are there partners assisting you with this project, either financially or in-kind? Please provide details.

* 22. How will you measure your achievements? (refer to the evaluation in the help sheet)

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6. CASH BUDGET

- * 23. What is the total cost of the project (exclusive of GST)?

- * 24. What is the total amount of your funding requested from this grant program (exclusive of GST)?

- * 25. Total income amount of other funding, including sponsorship, for this project, if any.

Please list amount, source and status of application in table below.

This PSC grant application:

Other grants - include source, amount and status:

Cash sponsorship - include source, amount and status:

Other cash support (ticket sales etc) include amount:

- * 26. What will Port Stephens Council grant funds be used for? Please provide itemised list.

- * 27. Why is the project not able to be funded from other sources?

7. IN KIND SUPPORT

28. Please note that in kind volunteer labour should be costed at \$25 per hour - insert amounts below.

Note: This questions is not relevant for 355C Environmental Project Fund applications.

See the help sheet for other suggested in kind contributions that should be noted.

Labour X number of
volunteers for X
number of hours for
\$25ph = (\$)

eg. venue hire dollar
amount (\$)

eg. loan of
equipment dollar
amount (\$)

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8. OWNER'S DETAILS AND APPROVAL

For work and activities on private and public land.

*** 29. Location details**

Number:

Street:

Locality

DP and Lot number

*** 30. Do you have owner's permission (in writing) to use this location?**

- Not applicable (go to section 9)
- Council land - seek written approval from Council

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9. ACKNOWLEDGEMENT OF ASSISTANCE

- * 31. You agree to acknowledge this assistance on promotional material, in speeches and where appropriate.

Council's logo is available for acknowledgement of grant, please contact Communications Section (02) 4980 0255.

Yes

No

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10. ACQUITTAL OF GRANT

- * 32. If successful, you will be required to acquit the expenditure of your grant within three (3) months of completing the project.

This form will be provided separately. Please refer to the Guidelines for the requirements of the acquittal process.

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11. ACCEPTANCE

* 33. I, the Applicant, agree to the above conditions outlined in the guidelines of the grant program.

Yes

No

* 34. Type your name

35. How would you rate completing this application form?

Easy

Difficult

Very Difficult

36. Do you have any suggestions for improvement?

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